

APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address Finance & Administration Division of Risk Management 2200 Peachtree Summit Building 401 West Peachtree St., N.E. Atlanta, Georgia 30308		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed NOV - 2 1978 78-253 NOV - 7 1978	
4. Person to Contact Verna Sibley		5. Working Title Office Coordinator	6. Telephone Number 5146
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest Latest 1972 Present	9. Records Series Title (followed by title used in office, if different) Contract Project Injury Report Files (Safety)		
10. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Risk Management provides contractor insurance and bonding as required; provides full range of insurance services to MARTA, PBTB, and all insured contractors; and maintains a comprehensive safety program for MARTA, PBTB and all contractors to minimize losses. It also implements a comprehensive construction claims program, which will ensure coordination with related legal matters, while minimizing claims cost. A pre-construction and blasting survey program will be instituted by the division, in addition to maintaining and updating, as required, the Risk Management Program.			
11. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Monitoring the safety accident experience of contractors and subcontractors of MARTA TSD's Safety Program on a monthly basis. Included are: A collection of injury reports, assembled into one report detailing the accident frequency and severity for each contractor performing work on MARTA construction projects. Accident rates are monthly and also cumulative from the start of construction. The form number is Occupational Safety & Health Administration (OSHA) 100 and 200 File is arranged: Chronologically by date Alphanumerically by contract number			
12. Monthly Reference Rate How often are records referred to which are: One to six months old _____ ; Seven to twelve months old <u>rarely</u> ; Thirteen to twenty-four months old <u>rarely</u> ; twenty-five months and older <u>rarely</u> ,			
13. Annual Rate of Accumulation of Records Letter-size drawers _____ ; Legal-size drawers <u>1</u> ; Shelves _____ ; Other (specify) _____			

YES	NO	14. Questionnaire (Place an "X" in the proper column)												
X		a. Is this the official copy of the series? If not, where is it?												
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.												
	X	c. Is this a vital record?												
		d. Does this series have historical or long term research value?												
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?												
	X	f. Is the information contained in this series ever published? If yes, attach copy.												
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.												
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?												
	X	i. Is this series (or a major portion of it) regularly microfilmed?												
	X	j. Does the record series result in a computer printout?												
<p>15. Retention Requirements The following requires the series to be kept:</p> <table style="width: 100%;"> <tr> <td>a. State Law</td> <td>_____ years.</td> <td>d. Audit period</td> <td>_____ years.</td> </tr> <tr> <td>b. Statute of limitation</td> <td>_____ years.</td> <td>e. Administrative need</td> <td><u>10</u> years.</td> </tr> <tr> <td>c. Federal law</td> <td>_____ years.</td> <td>f. Federal retention instructions</td> <td>_____ years.</td> </tr> </table> <p>Attach copy or excerpt of laws or regulations. Explain administrative need.</p>			a. State Law	_____ years.	d. Audit period	_____ years.	b. Statute of limitation	_____ years.	e. Administrative need	<u>10</u> years.	c. Federal law	_____ years.	f. Federal retention instructions	_____ years.
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<p>16. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:</p> <p style="text-align: right;"><input checked="" type="checkbox"/> Calendar Year; <input type="checkbox"/> Fiscal Year; <input type="checkbox"/> Other _____ then,</p> <p><input checked="" type="checkbox"/> Hold in the current files area _____ month(s) <u>1</u> year(s); then</p> <p><input type="checkbox"/> Transfer to local holding area; hold _____ year(s); then</p> <p><input checked="" type="checkbox"/> Transfer to State Records Center; hold <u>9</u> year(s); then</p> <p><input checked="" type="checkbox"/> Destroy.</p> <p><input type="checkbox"/> Transfer to State Archives for permanent retention.</p> <p><input type="checkbox"/> Other (Specify)</p> <p style="margin-top: 20px;">These instructions apply to all prior and future accumulations of the series.</p> <p style="text-align: center;">(Indicate briefly rationale for recommendations above/or write additional remarks):</p>														
<p>17. APPROVALS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"> <p>Approved <u>Gene K. [Signature]</u> Department Records Management Officer Date <u>10/17/78</u></p> <p>Approved <u>Lauren H. Solomon</u> Division Head/Designee Date <u>10/17/78</u></p> <p>Approved <u>Regina [Signature]</u> Department Head/Designee Date <u>10/17/78</u></p> <p>Approved <u>[Signature]</u> Records Management Analyst Date <u>10/18/78</u></p> </td> <td style="width: 50%;"> <p>Approved <u>Wayne Cowder</u> Legal Counsel Date <u>10/24/78</u></p> <p>Approved <u>[Signature]</u> Division of Audit Date <u>10/26/78</u></p> <p>Approved <u>[Signature]</u> Department of Archives and History Date <u>11-6-78</u></p> <p>Approved _____ MARTA Management Advisory Committee Date _____</p> </td> </tr> </table>			<p>Approved <u>Gene K. [Signature]</u> Department Records Management Officer Date <u>10/17/78</u></p> <p>Approved <u>Lauren H. Solomon</u> Division Head/Designee Date <u>10/17/78</u></p> <p>Approved <u>Regina [Signature]</u> Department Head/Designee Date <u>10/17/78</u></p> <p>Approved <u>[Signature]</u> Records Management Analyst Date <u>10/18/78</u></p>	<p>Approved <u>Wayne Cowder</u> Legal Counsel Date <u>10/24/78</u></p> <p>Approved <u>[Signature]</u> Division of Audit Date <u>10/26/78</u></p> <p>Approved <u>[Signature]</u> Department of Archives and History Date <u>11-6-78</u></p> <p>Approved _____ MARTA Management Advisory Committee Date _____</p>										
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